United Nations ST/IC/2002/20

Secretariat

18 April 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2002 competitive examination for Spanish language teachers**

1. A competitive examination for the recruitment of Spanish language teachers will be held in mid-June 2002 (exact date to be announced) at United Nations Headquarters, in New York. The purpose of this examination is to establish a roster from which future vacancies will be filled for Spanish language teachers in the Spanish programme of the Learning Service of the Office of Human Resources Management at Headquarters.

2. Full-time Spanish teachers with the United Nations must teach an average of 15 course hours per week and devote an equivalent number of work-hours (an average of 15) to course preparation and correcting students' work. In addition, each full-time Spanish teacher is assigned six hours of teaching and training-related work per week. This work involves tasks such as the drafting and updating of teaching and training materials and examinations, the preparation, administration and evaluation of language proficiency examinations, the design of specialized courses and communication courses, consultations with students and participation in meetings and seminars. The teacher is also expected to carry out other training activities whenever called upon to do so.

3. The examination is open to all staff members of the Secretariat (General Service and related categories) working at Headquarters and to other qualified persons, including Spanish teachers who are working part-time at Headquarters. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are considered external candidates for the purpose of this examination.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

* Expiration of the present circular: 31 December 2002.

[1] "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

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(b) Hold an advanced university degree in Spanish language teaching methodology, second language acquisition, linguistics, applied linguistics or a related field. Degrees with special emphasis on the theory and practice of teaching Spanish as a second or foreign language to adult learners are desirable;

(c) Have at least five years' recent experience teaching Spanish as a second or foreign language to adults, preferably in a professional setting. Experience will have to be in programmes for adults who have received their secondary school diploma or for university students;

(d) Have recent experience in the design of courses in Spanish language and communication skills, preferably in a work-related setting;

(e) Have experience using multimedia, video and/or computer-assisted language learning technology to enhance language learning;

(f) Possess good knowledge of word-processing and database applications.

Working knowledge of English or French is required. Knowledge of other official languages is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course must have passed the United Nations language proficiency examination in that language. Candidates who have not attended United Nations language courses must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

6. The written examination consists of the following three parts:

Part 1. Essay questions on modern language teaching methodology and the use of technology for language teaching (one hour and 30 minutes);

Part 2. Knowledge of Spanish language syntax and usage (30 minutes);

Part 3. Questions on language testing, curriculum design and preparation of special courses (one hour and 30 minutes).

It should be noted that parts 1 and 2 are eliminatory. Only candidates who have been successful in these parts will have the third part marked. Moreover, the use of a dictionary or any other reference material is not permitted during the examination.

7. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to the second phase of the examination. Candidates will be asked to teach a class before the Board of Examiners. The Board will then interview each candidate to assess personal qualities, professional experience, knowledge of the United Nations and ability to work as a member of a team. The interview is an integral part of the examination.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management

the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board does **not** release individual results.

9. For additional information on the salary scales for language teachers at Headquarters, please consult information circular ST/IC/2001/61 of 10 August 2001.

10. Staff members who wish to apply for the examination should complete the attached form and write a covering letter **in Spanish** explaining why they are interested in the position. Both should be submitted no later than 30 May 2002 to:

2002 Competitive Examination for Spanish Language Teachers
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
U.S.A.
Fax No. (1-212) 963-3683

Applications received after the aforementioned deadline will not be considered. Applications must be sent by mail or faxed.

11. Only those candidates who are invited to sit for the examination will receive the detailed schedule of the examination to which they are convoked. This information will be attached to the candidate's letter of convocation.

Application

2002 competitive examination for Spanish-language teachers

Index No.[1] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office:[2] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax No. _____ e-mail _____

Have you taken this examination before? Yes ☐ in ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in ☐☐☐☐ No ☐

If yes, which examination(s)?: _____

What is your mother tongue and main language?[3] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. University degree(s) or equivalent or post-secondary educational qualifications[4]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[5] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

B. Describe your work experience (giving dates and length of time) in Spanish language teaching, course development and communication skills (including writing skills) training for adult learners. Also indicate any international experience you may have.

C. Indicate your experience using multimedia, video, the Internet and computers for Spanish language teaching, including distance learning. Specify software with which you are proficient (e.g. word-processing, presentation, databases) and whether you have experience in web design.

D. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

E. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[1] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Human Resources Management Officer to obtain your number.

[2] Please indicate Department/Office, e.g., DGAACS, OCS, ECE, UNCTAD, UNOG, UNOV or other (specify).

[3] Candidates' claims to Spanish as their main language must be supported by relevant documentation.

[4] Give exact name and title in original language. **Copies of university degrees must be attached.**

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions of paragraph 4 of the present circular.